

CITY OF SANTA FE

ADMINISTRATIVE MANUAL

Originating Business Unit:

Personnel Department

SUBJECT:



Administrative Leave for Educational Assistance	Policy Number 2500-5-9	# Pages 01
	Effective Date 01-01-2001	Revision Date 01-01-2001

1.0 PURPOSE:

- 1.1 To provide the opportunity for City employees to participate in assisting a child, teen, or adult with their education or educational activities.

2.0 APPLICABLE TO:

- 2.1 All classified, exempt, and term employees.

3.0 REFERENCES:

- 3.1 City Rules and Regulations, Rule 13.60

4.0 DEFINITIONS:

- 4.1 None

5.0 POLICY:

- 5.1 The City of Santa Fe will grant a maximum of eight (8) hours of administrative leave per school year for educational assistance. The leave may not be accrued and will be granted only upon request.

6.0 PROCEDURES:

- 6.1 The employee must submit leave request form in advance to his/her supervisor following normal leave request procedures. The employee must attach a memo explaining the educational activity they are requesting. His or her interest in the activity should also be described. Leave must always be pre-approved. Leave should be reported to the Payroll Office on regular time sheets.

7.0 APPENDIXES:

- 7.1 None

8.0 REVIEW AND APPROVALS:

8.1 PREPARED BY: Rachel Ulrich-Bemis
Rachel Ulrich-Bemis, Personnel Administrator DATE

8.2 REVIEWED BY: Arturo A. Rodriguez 3/9/01
Arturo A. Rodriguez, Personnel Director DATE

8.3 REVIEWED BY: Jim Romero 3/14/01
Jim Romero, Acting City Manager DATE